

CENTRAL INTELLIGENCE GROUP  
WASHINGTON, D. C.

**RESTRICTED**

15 March 1946

MEMORANDUM FOR: Acting Chief of Operational Services ✓  
Assistant Top Secret Control Officers:  
Central Planning Staff  
Central Reports Staff  
Administrative Office

SUBJECT: Security

ENCLOSURE: Memorandum for all C.I.G. Personnel from  
Director of Central Intelligence, same  
subject, dated 13 March 1946.

1. The enclosed Memorandum is transmitted herewith for appropriate action, including the designation of an officer or equivalent civilian each day who will be responsible for making a security check within your respective organizations prior to closing your offices each evening.

2. In view of the small staff of the Acting Chief of Operational Services and its proximity to the Central Planning Staff, it is suggested that these two organizations make mutually agreeable arrangements regarding the above paragraph.

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JAMES S. LAY, JR. /  
Top Secret Control Officer, C.I.G.

Enclosure.

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